

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>D0DE70121297</u>	DATE POSTED: <u>06/29/21</u>	
POSITION NO: <u>242926</u>	CLOSING DATE: <u>07/13/2021 by 5pm</u>	
POSITION TITLE: <u>Information Systems Technician</u>		
DEPARTMENT NAME / WORKSITE: <u>NAVAJO HEAD START / WINDOW ROCK, AZ</u>		
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>BM60A</u>
WORK HOURS: <u>40 hrs. / week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>36,414.72</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ <u>17.44</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> DURATION : _____	

DUTIES AND RESPONSIBILITIES:

Provides support of microcomputer systems hardware, software, peripheral printers and related equipment; installs and maintains equipment and software such as operating systems, workstations, proprietary software packages, networking equipment and software, query languages, information dissemination tools, electronic mail and database management software, troubleshoots and diagnoses equipment problems to ensure functional operation; installs, tests and configures hardware and software applications and programs; receives and responds to requests for assistance on desk top and computer related problems.

Evaluates nature of microcomputer hardware and software problems; where possible, determines problem and assists user with resolution; refers to higher level technician as required; locates vendors and arranges for shipment of equipment and/or parts as needed for repairs; prepare reports as required; maintains help desk database; retrieves data and generate reports; produces help desk status reports; attends and participates in meetings; keeps abreast of new trends and innovations in the field of information technology microcomputer systems support; may maintain an inventory of microcomputer parts, supplies and equipment; may monitor inventory levels.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Computer Science or related field; with two (2) years of experience in information systems hardware and software installation and maintenance, network services, systems support or production support; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid Driver's License.
- A favorable background investigation.
- Must pass a physical examination with tuberculosis (TB) clearance within 90 days date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of data processing and computer systems terminology; microcomputer hardware and software terminology; basic principles and practices of microcomputer hardware and software; methods and techniques of setting up computer production jobs; methods and techniques of data entry; personal computer hardware and software components; modern office procedures, methods and equipment including computers and supporting word processing and spreadsheet applications; knowledge of principles and procedures of record keeping; skill in troubleshooting various computer hardware and software problems; understanding and following oral and written instructions; skill in communicating clearly and concisely, both orally and in writing.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.